

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
432-01

Effective Date:
07/11/2017

Subject:
Selection

Approved by:

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

Steven D. Hebbe, Chief of Police



PURPOSE:

To provide written guidelines for the selection of all full- time Candidates.

POLICY:

It is the policy of the Farmington Police Department to utilize a selection process which uses only those components that have been documented as having validity, utility, and minimum adverse impact.

PROCEDURE:

Definitions:

Adverse Impact: A substantially different rate of selection (generally less than 80%) which works to the disadvantage of members of a race, sex, or ethnic group; an unfavorable effect.

Content Validity: The justification of a component of the selection process by showing that it measures a significant part of the job.

Utility/Usefulness: An assessment of the practical value of a component of the selection process based upon considerations of validity, selection/appointment ratio, the number of candidates to be selected, and the nature of the job.

Validity: Proof through statistical data that a given component of the selection process is job-related either by predicting a candidate's job performance or by detecting important aspects of the work behavior related to the position.

Work Behavior: The performance of one or more tasks (physical and mental) to achieve the objective of the job.

Authority and Responsibility in Selection Process:

The Training Unit is responsible for the administration and supervision of all phases of the selection process for Police Officer and Community Service Officer Candidates. The Division Head

is responsible for the administration and supervision of all phases of the selection process for Civilian Candidates. The phases are:

1. Recruitment;
2. Testing;
3. Standings;
4. Background investigations;
5. Offers of employment;
6. Appropriate liaison with the Personnel Department.

The Chief of Police has the ultimate authority regarding all aspects of the selection process.

Specific Responsibility:

In cooperation with the Personnel Department, the Police Department selects and administers written exams, oral interview questions and mock exercises. The testing process is the mechanism used to assist in the identification of the skills, traits and attributes of the applicants.

The Personnel Department will function to provide the support system(s) necessary to conduct a comprehensive recruitment/selection process. Support system activities include:

1. Advertisement of position announcement;
2. Establishment of application period and examination process;
3. Obtain written test materials from vendor(s);
4. Develop self-screening tools for applicants;
5. Review and approve interview questions;
6. Log in and screen applicants;
7. Assist scheduling applicants for testing;
8. Review test results;
9. Notify participants of results;

10. Assist in arranging for supplemental screening such as medical, polygraph, and psychological screening of Police Officer and Community Service Officer Candidates.

Selection Instruments:

All selection instruments used by the Department will be screened by the City of Farmington Personnel Department. Such screening will ensure that components are documented as having validity, utility, minimum adverse impact, and legal acceptance.

Identifiable Criteria:

To validate the selection process, the Personnel Department will use content validation.

Adverse Impact:

The purpose of the selection process is to facilitate the appointment of the best qualified candidate while at the same time remaining cognizant of the city-wide Affirmative Action Plan. To ensure fairness and eliminate any possibility of potential bias from entering into the selection process, each element of the process will be monitored for adverse impact.

When computing and interpreting adverse impact data, the "80 percent" rule shall be used. Briefly stated, this means when any "group" i.e., racial, ethnic, gender, has a success ratio of less than 80% of the success rate of the most successful group, that phase of the process causing the discrepancy must be closely examined and modified as appropriate, to minimize this impact.

Adverse impact statistics from the written test are routinely compiled, maintained, interpreted and reviewed by the City Personnel Department.

Minimizing Adverse Impact:

The Police Department will work with the City Personnel Department during each test to minimize adverse impact on the test process.

Records and Data Used to Monitor Adverse Impact:

The City Personnel Department maintains records and data used during the selection process that reflects the impact of testing on various ethnic, racial, and gender groups participating in the selection process.

Written Tests (applicable to position):

All applicants are given a written or digital, on-line, examination designed to assist in the assessment of candidate qualifications for the position of Police Officer and Community Service Officer.

The Personnel Department, in conjunction with the Police Department, is responsible for the selection of the examination. Content of the testing material shall be closely monitored by the Personnel Department for validity, utility, and minimum adverse impact. Qualifying scores are established prior to the scoring of the tests to ensure impartial interpretation of results.

Private Sector Involvement:

All elements of the selection process administered or provided by a private sector organization must meet validity, utility and minimum adverse impact requirements.

Uniformity of Selection Process:

All phases of the selection process are administered, scored, evaluated and interpreted in a uniform manner. Candidates who fail any portion of the selection process are not allowed to continue in the current process.

Storage and Disposal of Selection Materials:

Selection and testing materials are stored in a secured area when not being used. When selection materials are disposed of they are shredded or returned for credit, preventing disclosure of information contained therein.

Re-application of Police Officer and Community Service Officer Candidates:

Candidates who fail any portion of the selection process are not allowed to continue in the current process. Candidates who fail the written examination or the physical ability test (physical ability test requirements apply only to Police Officer candidates) may reapply and retest without observing a waiting period. Applicants who fail any stage of the hiring process after the physical ability test must wait a minimum of one (1) year before retesting.

Lateral candidates may re-apply at their convenience depending on the scheduling of the testing by the City of Farmington Personnel Department.

Notice of Selection Elements:

At the time of formal application, all candidates are notified, in writing by the Personnel Department, of all elements of the selection process, to include:

1. Dates, times, and location of test (if testing is applicable to the position);
2. Information on physical testing (for Police Officer candidates);
3. A statement indicating that psychological screening, medical examination, background investigation and polygraph examination are required. A list of the areas from which questions are drawn for those examinations is also provided for Police Officer and Community Service Officer Candidates;
4. Notice of approximate duration of process;
5. The Department's policy regarding re-application, re-testing and re-evaluation of rejected candidates.

Rejection Notification:

Candidates not eligible to be hired are informed, in writing, within thirty (30) calendar days of such decision. Notification will be made by the Personnel Department. Candidates not eligible to be hired on the basis of a single test, examination, interview, or investigation are informed, in writing, of the specific reason within thirty (30) calendar days. Notification will be made by the Personnel Department.

Disposition of Records of Candidates:

Records of candidates who are not selected are maintained by the City of Farmington Personnel Department for a period of three years before destruction, as outlined by the City Clerk's Office.

Minimum Candidate Qualifications:

Candidates for Police Officer and Community Service Officers shall meet the following minimum qualifications in order to apply for the positions:

1. Be a citizen of the United States.
2. For Police Officer Candidates, be age 21 or older by the scheduled completion of the police academy. For Community Service Officers, be age 18 or older at the time of application.

3. Hold a high school diploma or equivalent.

4. Not have been convicted of or pled guilty to or entered a plea of nolo contendere to any felony charge or domestic violence charge. Convictions, guilty pleas, and pleas of nolo contendere to any Felony charge while the applicant was a juvenile may not, of a necessity, disqualify the candidate from consideration and will be considered on a case by case basis. Within the three-year period immediately preceding application, not have been convicted of or pled guilty to or entered a plea of nolo contendere to any misdemeanor charge with the exception of minor traffic violations.

5. Not have been discharged from any of the armed forces under dishonorable conditions.

6. Not have used any illegal drugs for a period of three years with the exception of marijuana.

Marijuana use within the past three years will be evaluated among other background information to determine whether a candidate will proceed in the hiring process. When considering the use of marijuana by an applicant within the past three years prior to the time of application, the circumstances surrounding the candidate's use or uses of marijuana, the frequency of use, and the date of last use, are among the factors which will be closely evaluated in order to determine the candidate's suitability for consideration. Other applicable factors or circumstances may also be considered as deemed prudent and reasonable, such as the candidate's presence during the use of marijuana or continued association with persons who use marijuana. All candidates must have a clean drug screen before hiring.

Background Investigations:

All candidates, prior to being hired, are subject to a thorough background investigation.

The Training Unit conducts and oversees background investigations on Police Officer and Community Service Officer Candidates. Background Investigations for Police Officer and Community Service Officer Candidates will be conducted by officers and/or police assistants trained in that function.

The Division head oversees background investigations on all Civilian Candidates. Background Investigations for the Civilian positions of Civilian Operations Supervisor, Accreditation Manager, Police Business Analyst, Administrative Aid, Domestic Violence Advocate, Police Crime Scene Investigator, Detective Secretary, and Records Technician may be conducted by the Division head or may be assigned by the Division head to an officer trained in that function. Background Investigations for all other Civilian positions will be conducted (at the discretion of the Division head) by personnel or by a designee trained in that function.

Verification:

All applicants being processed through a background investigation will have the qualifying credentials verified by the background investigator(s). Such verification may include, but not be

limited to:

1. Birth certificate or proof of United States Citizenship;
2. High School Diploma or equivalent;
3. Valid New Mexico driver's license (or ability to obtain one);
4. Criminal history check through National Crime Information Center and New Mexico Crime Information Center, and other Criminal Information Center checks from other states of residence;
5. Fingerprint checks;
6. Contact with at least three personal references;
7. Contact with present and past employers;
8. Verification of qualifying credentials;
9. Contact with applicant's spouse and/or former spouse(s) (if applicable);
10. Psychological report (for Police Officer and Community Service Officer Candidates);
11. Medical report (for Police Officer and Community Service Officer Candidates);
12. Military DD214 (when applicable).

Training for Background Investigators:

Personnel assigned to background investigations are trained in collecting required information. This training will stress the following:

1. Confidentiality;
2. Effective interviewing techniques;
3. Liability and waiver requirements;
4. Documentation.

Records of Candidates:

Records of background investigations shall be kept on file by the Training Unit for a minimum of five years.

Medical Examination:

An examination by a licensed physician will be administered following a conditional offer of employment. The examination will be designed to reveal any medical conditions that would adversely affect the candidate's ability to perform the duties of the position. The records of the medical examination results are kept on file in the Personnel Department to ensure proper procedures.

Psychological Evaluations for Police Officer and Community Service Officer Candidates:

Psychological evaluations are conducted by licensed professionals who have experience with law enforcement officers following a conditional offer of employment. These evaluations are designed to screen applicants for emotional stability, maturity, and ability to function under stressful conditions. The records of the psychological test results are kept on file in the Personnel Department to ensure proper procedures.

Polygraph Examination for Police Officer and Community Service Officer Candidates:

Only trained polygraph examiners who have been issued a polygraph examiner's license or provisional license through the Regulation and Licensing Department of the State of New Mexico, in accordance with Rule 92-3 of the New Mexico Polygraph Act, are authorized to administer polygraph examinations. Polygraph examinations shall not be used as the sole determinant of suitability for employment.

Probationary Period:

All candidates appointed will serve a one year probationary period, as defined in the City of Farmington Personnel Rules 21-5-6. Extension of the probationary periods must be through a written request by the Chief of Police to the City Manager at least 30 days prior to the scheduled end of probation.